**FINANCIAL AID ADVISOR (2 Positions)**

Application deadline: Wednesday, October 14, 2015  4:00 PM

**POSITION DESCRIPTION**

Under the direction of the Director of Financial Aid, develop financial aid award packages for eligible students in accordance with federal and state regulations.

**RESPONSIBILITIES INCLUDE**

- Screen aid applications and supporting documentation submitted by students for accuracy, consistency and continued eligibility; perform need analysis calculations utilizing Federal Methodology.
- Develop appropriate aid packages combining loans, grants, and federal work-study (employment) to meet each student's calculated need within program limitations, student preferences, and available funds.
- Provide information on aid programs to current and prospective students; explain eligibility criteria and assist students and parents through orientation and community outreach in completing financial aid applications; advise students of rights and responsibilities associated with receipt of Title IV financial aid funds.
- Certify eligibility for and refer students to the Extended Opportunity Program & Services (EOP&S) Program.
- Prepare statistical, financial, and narrative reports as required.
- Recommend policy and procedure modifications relative to the student financial aid delivery system.
- Direct the work of student assistants.
- Responsible for effective interpersonal communication with students, staff and faculty.
- Perform related duties as assigned.

**DISTRICT QUALIFICATIONS**

- Knowledge of federal and state regulations governing eligibility for student aid programs.
- Ability to perform need analysis calculations using Federal Methodology, to maintain and prepare accurate records and reports.
- Ability to maintain confidentiality and to assist economically disadvantaged and culturally diverse students to meet their educational and career goals by providing budgetary counseling and making referrals as appropriate.
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships with a wide variety of students, staff, administrators, and community members.
- Ability to direct the work of student assistants.
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of an associate degree with responsible experience in the provision of student financial aid services.
- Experience in the use of software application programs (i.e., Microsoft Excel, Word, and PowerPoint) and student database systems.

**DESIRABLE QUALIFICATIONS**

- Strong organizational skills.
- An orientation toward detail and accuracy
- Effective interpersonal communication skills.

**SPECIAL CONDITIONS**

Working hours: 7:30am - 4:30pm Monday - Friday. One day will be 10:00am - 7:00pm; alternate schedules as needed; may include additional evenings and occasional weekends as well as reassigned to multiple locations according to need.

**APPLICATION PROCESS**

Applications must be filled out completely and in detail. **The application package must include a District employment application and a resume.** Please do not include any additional documents not required in this section.

**CONDITIONS OF EMPLOYMENT**

This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 15 of the CSEA Salary Schedule, with a starting salary of Step A, $3,348/month; progresses over time to $4,710/month. Excellent benefit package.

Chaffey Community College District is committed to equal opportunity employment.